

# NEW STUDENTS' GUIDE

For Undergraduates  
2022–2023



Because tomorrow matters



Your AUS journey starts here



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**You Tube**  
Check out our YouTube channel for highlights of the AUS student experience.



# WELCOME

Congratulations on your admission as an undergraduate student to American University of Sharjah! We are pleased to have you as a member of our community—a university that is like no other.

This is an especially important year at AUS, as we are celebrating our Silver Jubilee, marking 25 years since our founding.

This guide will help you make your transition to AUS. In addition to explaining procedures, the guide answers important questions frequently asked by newly admitted students. We encourage you to read this guide carefully and completely—we know you will have many questions along the way. If you need more information, please contact us in the Office of Enrollment Management or log in to [infodesk.aus.edu](https://infodesk.aus.edu) and post your query.

At AUS, we believe that tomorrow matters, and we are pleased that you have chosen to spend your university years with us. We look forward to welcoming you to campus as a **#Proud\_AUSer!**

**Office of Enrollment Management  
Undergraduate Admissions**





# Before you arrive

Before you go through this guide, please read your **Admission Letter** carefully. To complete your admission, please make sure you submit the required items before the indicated deadline. There are a number of very important dates in the letter that you need to note down on your calendar.

## How do I pay deposits?

As indicated in your Admission Letter, there are limited seats available for new applicants interested in joining AUS. To ensure that a seat is reserved for you, you are required to pay a seat reservation deposit of 5,000 UAE Dirhams by the stated deadline (refer to the last paragraph of the letter). ONLY applicants who pay the required deposit before the deadline are guaranteed a seat. Failure to pay the deposit before the deadline will result in the removal of your name from the admitted students list and revocation of the offer of admission extended to you. Please don't assume anything regarding the deposit payment; instead, contact us before the deadline if you have any questions related to your deposit. In addition, applicants who plan to reside on campus need to pay a room reservation fee of 500 UAE Dirhams. Both deposits are non-refundable and non-transferable to others under any circumstances. Upon your registration for classes, the paid deposits will be deducted from your tuition and housing fees.

## Payment methods

The seat reservation fee and room reservation fee can be paid online using any major credit card. Please go to [banner.aus.edu](http://banner.aus.edu) and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants—E-payment Main Menu—Submit E-payments. For information on other payment methods, please visit [www.aus.edu/methods-of-payment](http://www.aus.edu/methods-of-payment).

## How do I apply for a visa?

If you are an international, non-resident applicant who is not a GCC national and have been accepted to full-time study in an AUS undergraduate or graduate program, the university can provide you with a sponsored student visa, enabling you to study and reside in the UAE.

The visa process can take some time to complete, so please make sure to fill out the enclosed Student Visa Request Form and send it back to AUS as soon as possible. For more information on applying for a visa, please contact AUS Visa Services at [VES@aus.edu](mailto:VES@aus.edu) or visit [www.aus.edu/admissions/international-students/student-visas](http://www.aus.edu/admissions/international-students/student-visas).

Please note that your visa application will be reviewed by the concerned UAE authorities. AUS is not responsible for any rejection from local authorities.

If you are already a resident in the UAE, you are not obliged to change your sponsor unless you would like to. If you want to apply for visa transfer, please email [VES@aus.edu](mailto:VES@aus.edu).

## How do I apply for on-campus housing?

Living in the AUS residential halls is a wonderful experience and an ideal way for students to get to know each other, offering you a home away from home. You will enjoy being close to the academic buildings, the Student Center, the library, the food court and the Sports Complex. The living environment is very rich in its multicultural atmosphere and has a balanced mix of social and educational activities.

The residential halls offer private, semi-private and sharing rooms. We also have designated halls set up especially for first-year students. New first-time students residing on campus will receive a 50 percent discount on housing fees (regardless of room type) in Fall 2022 and Spring 2023. For more information on room types, fees and payment, please visit [www.aus.edu/ug-fees](http://www.aus.edu/ug-fees).

To apply for a room in the AUS residential halls, please go to [banner.aus.edu](http://banner.aus.edu) and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Housing Application Form for Applicants and fill out the required information.

**Note:** In addition to the non-refundable 500 UAE Dirhams room reservation fee, students are required to pay a refundable 1,000 UAE Dirhams maintenance deposit.

To find out more, please visit [www.aus.edu/residential-halls](http://www.aus.edu/residential-halls), call +971 6 515 2427/2244 or email [roomassignment@aus.edu](mailto:roomassignment@aus.edu).

**Note:** Students living in the residential halls are required to abide by all COVID-19 health and safety rules and comply with any directives issued by the university and/or UAE Government authorities responsible for health and education.

## How do I book English Language Proficiency tests or SAT?

To complete the requirements for admission to any college/school for any given semester, applicants must submit a valid English Language Proficiency test score report (see the table below).

Test Name	Minimum Required Score	Test Registration Link	Test Preparation Materials	Test Score Release	Test Score Validity	Test Venues
Institutional Paper-Based TOEFL (ITP)	550	<a href="https://apply.amideast.org/uae_sales/TestPurchase.aspx">https://apply.amideast.org/uae_sales/TestPurchase.aspx</a>	<a href="https://apply.amideast.org/uae_sales/Product_Catalog.aspx">https://apply.amideast.org/uae_sales/Product_Catalog.aspx</a>	2-4 days	2 years	TOEFL ITP is offered at the AUS Testing Center. AUS accepts the TOEFL ITP score reports of the AUS Testing Center and Amideast Offices only.
TOEFL Internet-Based Test (iBT)	80	<a href="https://www.ets.org/toefl/test-takers/">https://www.ets.org/toefl/test-takers/</a>	<a href="http://toeflpractice.ets.org/">http://toeflpractice.ets.org/</a>	6-10 days	2 years	TOEFL iBT is offered at the AUS Testing Center. AUS accepts the TOEFL iBT score reports of all approved ETS testing venues.
International English Language Testing System (IELTS Academic) (Paper-Based and Computer-Delivered)	6.5	<a href="https://ielts.britishcouncil.org/uae">ielts.britishcouncil.org/uae</a>	<a href="https://takeielts.britishcouncil.org/take-ielts/prepare/courses/road-ielts">https://takeielts.britishcouncil.org/take-ielts/prepare/courses/road-ielts</a>	13 days for paper-based; 3-5 days after the main test day for computer delivered	2 years	IELTS is offered at the AUS Testing Center. AUS accepts the IELTS score reports of all approved testing venues.
Emirates Standardized Tests - EmSAT Achieve English (Computer-Based)	1550	<a href="https://emsat.moe.gov.ae/emsat/EmSAT_register_en.aspx">https://emsat.moe.gov.ae/emsat/EmSAT_register_en.aspx</a>	<a href="http://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx">http://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx</a>	A minimum of 15 working days	18 months	EmSAT test venues are only located in the UAE.
Emirates Standardized Tests - EmSAT Achieve Math (Computer-Based)	500	<a href="https://emsat.moe.gov.ae/emsat/EmSAT_register_en.aspx">https://emsat.moe.gov.ae/emsat/EmSAT_register_en.aspx</a>	<a href="https://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx">https://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx</a>	A minimum of 15 working days	18 months	EmSAT test venues are only located in the UAE.
Scholastic Aptitude Test (SAT) - SAT Math Test Section	450 on SAT Math Test	<a href="https://collegereadiness.collegeboard.org/sat">https://collegereadiness.collegeboard.org/sat</a>	<a href="https://collegereadiness.collegeboard.org/sat/practice">https://collegereadiness.collegeboard.org/sat/practice</a>	3-6 weeks	—	SAT is offered at the AUS Testing Center. AUS accepts score reports of all other centers.

Students who meet the required minimum English Language Proficiency score will register for first-year courses after completing the required major placement tests.

Students who do not attain the minimum required scores but who otherwise meet AUS admission standards will be admitted to the Bridge Program of the Achievement Academy at the university. To determine the English level of an admitted student, the student may be required to take the Bridge Program Placement Test before the start of the semester.

For inquires, please log in to [infodesk.aus.edu](http://infodesk.aus.edu). For information about the Bridge Program, visit [www.aus.edu/achievement-academy/bridge-program](http://www.aus.edu/achievement-academy/bridge-program).

## Required Identification for All Tests

For all of the above-mentioned tests at AUS, you must present your original, valid and signed passport or UAE National ID or school ID (for SAT only) for identification purposes on the day of the test. No other form of identification document is accepted. If these documents will not be available on the day of test, contact the AUS Testing Center immediately.

## How do I verify my iBT TOEFL, IELTS, EmSAT and/or SAT scores?

Students who submit their English Language Proficiency (TOEFL or IELTS) score report directly from the test provider do not require further verification. Reports submitted as an upload or by email (a colored scan of the score report sent to the AUS Testing Center via [infodesk.aus.edu](http://infodesk.aus.edu)) will require online verification.

For EmSAT score verification, applicants must log in to their EmSAT account and add AUS to the institutes permitted to access their EmSAT results, which will allow AUS to verify their scores.

To verify an SAT score, applicants must request their SAT score details to be sent electronically from College Board to the AUS Testing Center. This can be done by logging in to the test provider portal and choosing the relevant AUS test center SAT code: 5543.

How do I certify or attest my secondary school records?

In order for admitted students to complete their files and to register for courses at the beginning of their semester of admission, they need to submit certified or attested original secondary education certificates and grade reports. Certification or attestation can be done in one of the following ways:

Students completing their secondary education in the UAE

- 1. Certificates and grade reports must be certified or attested by the UAE Ministry of Education.
- 2. British system qualifications must be certified or attested by the British Council in the UAE and the UAE Ministry of Education. The British Council requires the certificates to be attested by the school. The required attested documents are the final IGCSE/GCSE/GCE score reports, NOT the statement of results or the provisional results. Originals must also be submitted along with the certified copies for final verification by the Office of Enrollment Management. Originals will be returned.
- 3. For online attestation by the UAE Ministry of Education (if applicable) please visit [www.moe.gov.ae/En/EServices/Pages/ServiceCatalog.aspx](http://www.moe.gov.ae/En/EServices/Pages/ServiceCatalog.aspx).

Students completing their secondary education OUTSIDE the UAE

- 1. Certification from country of origin: Documents must be certified or attested by the authorized educational authority, the country’s Ministry of Foreign Affairs and the UAE Embassy, or
- 2. Certification in the UAE: Documents that are certified by the authorized educational authority of the county of origin must be certified or attested by the country’s embassy in the UAE and the UAE Ministry of Foreign Affairs. Applicants are required to check with the UAE embassy or UAE Ministry of Foreign Affairs to make sure that this option is available for their certificates.
- 3. British system qualifications must be certified or attested by the British Council, the country’s Ministry of Foreign Affairs and the UAE Embassy. The British Council requires the certificates to be attested by the school. The required attested documents are the final IGCSE/GCSE/GCE score reports, NOT the statement of results or the provisional results. Originals must also be submitted along with the certified copies for final verification by the Office of Enrollment Management. Originals will be returned.

For more information on required attestations, please visit [www.aus.edu/attestations](http://www.aus.edu/attestations).

How do I apply for a Certificate of Equivalency from the Ministry of Education at UAE?

The UAE Ministry of Education requires all enrolled students to obtain a Certificate of Equivalency for their secondary education certificate. This excludes students from the UAE General Secondary School Certificate system (Thanaweyya ‘Ammah).

International applicants have to prepare and attest all the required high school certificates and transcripts before leaving their home country and/or the country in which they graduated.

The first step to apply is by registering at [www.moe.gov.ae](http://www.moe.gov.ae) under MOE Eservices – Service Catalog and getting a registration number.

For a detailed list of the requirements and documents, visit [www.moe.gov.ae](http://www.moe.gov.ae) under the Certificate Equivalency section. You may also contact +971 800 51115 or email [ccc.moe@moe.gov.ae](mailto:ccc.moe@moe.gov.ae).

Please note that AUS is not involved in the equivalency process or decisions. Issuing of the Certificate of Equivalency is controlled fully by the UAE Ministry of Education.

For more information, please refer to [aus.edu/ug-uae-ce](http://aus.edu/ug-uae-ce).

How do I contact IT?

ICT & Information Security Services Education Technology and Support provides IT services and first-line IT support to students through the following support channels:

- Campus IT Support Center: located in the Student Center
- Dedicated WhatsApp Support: <https://wa.me/97165154900> or 97165154900
- Dedicated Support Hotlines: +971 6515 4900 or +971 6515 2121
- IT ServiceDesk Email: [itservicedesk@aus.edu](mailto:itservicedesk@aus.edu)
- Self-Service Portal: [servicenow.aus.edu](http://servicenow.aus.edu)
- FAQ: <https://itfaq.aus.edu>

Also, we provide a series of training sessions on AUS learning platforms throughout the pre-orientation period.

What are placement tests?

All admitted applicants are required to complete the Major Placement Tests to be able to register for first-year-level courses. Upon receiving the Admission Letter, admitted applicants are requested to book online for math and physics placement tests as required by their intended majors. In order to be able to book online for the English Placement Test, admitted applicants should have the minimum required English Language Proficiency score as indicated in the table on page 8.

These tests help place students in the appropriate level of English, math and physics. There is no “pass or fail” for the major placement tests. Admitted students will register in different levels of their courses based on their exam score. No student is allowed to sit for a placement test more than once.

The preparatory courses’ final grades count toward the cumulative grade point average (CGPA), but the preparatory courses’ credits do not count toward degree credits. Admitted students are encouraged to book their placement tests as soon as possible.

Placement Test Exemption

Applicants meeting any of the placement tests exemption criteria (see <https://www.aus.edu/testing-center/aus-placement-tests#exemption-criteria>) and transfer students may be exempted from taking certain placement tests, depending on subjects/courses completed and grades earned.

Applicants who meet any of the exemption criterion should send a request on [infodesk.aus.edu](http://infodesk.aus.edu) attaching a copy of the reports to get a written confirmation regarding any exemption.

Booking Your Placement Tests

To book your placement tests, please go to [banner.aus.edu](http://banner.aus.edu) and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants, then go to Testing Center Registration, select Register for Test and view the test schedule, and then submit the registration request for approval at least one week prior to the test date. All major placement tests are free of charge.

AUS major placement tests are taken on your own computer at home using the AUS Learning System (<https://ilearn.aus.edu/>) and on Respondus LockDown Browser. For more information, please visit [www.aus.edu/testing-center/aus-placement-tests](http://www.aus.edu/testing-center/aus-placement-tests)

Major	Required Placement Tests				
	Engineering Math	Business Math	Architecture Math	Physics	English
Architecture/Interior Design			✓		✓
Biology/Chemistry/Environmental Sciences/Physics	✓			✓	✓
Business Administration (all majors)		✓			✓
Computer Science	✓			✓	✓
Design Management		✓			✓
Engineering majors	✓			✓	✓
English Language and Literature					✓
International Studies					✓
Mass Communication					✓
Mathematics	✓			✓	✓
Multimedia Design/Visual Communications					✓
Psychology					✓
Undeclared Major	**	**	**	**	✓

\* Applicants missing the required English Language Proficiency score, such as TOEFL/IELTS/EmSAT Achieve-English, cannot book for English placement tests until the required score reports are submitted. However, applicants can book for the math and physics placements tests as required by their majors.

\*\* Applicants with undeclared majors are required to complete the placement tests relevant to their intended majors.

Placement Test Results

You can check your results by signing in to [banner.aus.edu](http://banner.aus.edu) and logging in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants, then Test Scores. Bridge Program Placement Test results will be posted on the Achievement Academy announcement board.

Achievement Academy Bridge Program and Bridge Program Placement Test

Students who score below the required English Language Proficiency (ELP) score for the semester of entry are invited to join the Achievement Academy Bridge Program (AABP). The ELP score will determine the Bridge Program entry level. Students are required to contact the Office of Enrollment Management to join the Achievement Academy Bridge Program (AABP). For more information, please visit [www.aus.edu/achievement-academy/bridge-program](http://www.aus.edu/achievement-academy/bridge-program).

Students admitted to the AABP are required to attend the orientation session during the Orientation week. If needed, the students will be booked for the placement test by the AABP registration team. The AABP Placement Test is free of charge.

## What is the Medical Record Form?

As a new student, you will be required to submit the enclosed Medical Record Form to University Health Services (UHS).

The Medical Record Form must be endorsed and stamped by a physician; you can complete it in your home country with a licensed general physician or have it completed by AUS University Health Services. Please include a copy of your vaccination record, general physical exam results and all laboratory investigations.

Medical insurance is compulsory for all AUS-sponsored students (visa sponsored by AUS) and for all students who don't have health insurance coverage of their own.

For more information on student health plans, please contact **studentmedicalinsurance@aus.edu**.

## What are the COVID-19 requirements for attending AUS?

The health and safety of the AUS community are always a priority. For the latest COVID-19 requirements in place, visit [aus.edu/updates](https://aus.edu/updates).

## Can I change my major?

Once admitted to AUS, applicants will not be able to make changes to their applications. Therefore, admitted applicants who want to change their majors would need to submit a new application choosing the new intended major.

Applicants can submit a maximum of two applications in a semester. The request will be evaluated against your school grades and availability of seats in the major you are interested in pursuing. You will be notified of the decision, and, if approved, you will receive a new Admission Letter showing the new major.

## How do I request airport pick-up?

New students can request pick-up service from Sharjah International Airport and Dubai International Airport (Terminals 1, 2 and 3). If you need pick-up service, please fill out the enclosed Airport to Campus Transportation Form. An AUS representative will be assigned to welcome you at the airport.

Rates for the transportation service are listed on the enclosed request form.

For any other transportation-related questions, please email **fleetmanagement@aus.edu** or visit **[www.aus.edu/life-at-aus/around-campus/parking-and-transportation](https://www.aus.edu/life-at-aus/around-campus/parking-and-transportation)**.

## Can I defer my application?

If you decide not to join AUS at this time, you can choose to defer your application. Applicants may request deferral of their applications within the same academic year only. Approval is subject to applicants' credentials as well as availability of seats. UAE citizens attending compulsory military service may defer their application to the next academic year. To submit a deferral request, log in to **apply.aus.edu**. Go to My Account, then My Applications and then choose your active application. Then, click View and scroll down to Deferral Request.

# After you arrive

## What is the orientation program?

Our New Student Orientation program is packed with important information and memorable activities to help you get your AUS experience off to a great start. Through the weeklong program, we'll introduce you to AUS and your college/school, help you connect with classmates and your Peer Leader, and introduce you to the various support services available to you in your first year and beyond.

**Orientation is extremely important to ensuring all new AUS students receive the best start to university life possible and is therefore mandatory. Students who don't attend the orientation sessions will have difficulties in registering for courses.**

Orientation takes place before classes start, and will include events for both you and your parents. We will email you with all the information you need to participate in orientation closer to the event. You can also check **[www.aus.edu/new-student-orientation](https://www.aus.edu/new-student-orientation)** for the schedule of events and other important information. This page is full of resources to help you get started as an AUSeer and make sure you have the best start to your first semester.

## Is my file complete?

A student's admission file is considered complete only when all the requirements mentioned in the Admission Letter have been received by Office of Enrollment Management–Undergraduate Admissions.

Please refer to your Admission Letter and any email you have received from Undergraduate Admissions to make sure that you are not missing any documents. To complete your file you must present the required original attested documents during an Online File Completion session.

Please do not mail, courier or hand deliver any original document that you cannot duplicate. Undergraduate Admissions staff will only need to see the original document and will keep a copy. The original documents will be returned to you.

**Note:** Online File Completion is available. Once you are admitted, you will be able to complete your file by booking a File Completion session, using your AUS email, with the admissions staff.

## Early File Completion (for fall semester applicants)

To be able to register for classes, you must have a complete application file and any hold must be inactive. Undergraduate Admissions offers the Early File Completion (EFC) service for applicants who have paid the seat reservation deposit.

Refer to your Admission Letter for a list of missing documents. To complete your file, the listed missing documents must be presented during your visit for Early File Completion.

**What?** Fall semester applicants are invited to Early File Completion.

**When?** Starting mid-July. Exact dates will be emailed in July.

**Where?** Currently all File Completion sessions are held online using Google Meet.

**How?** Prepare all the requested missing documents as stated in the Admission Letter.

**What if?** If you don't attend a File Completion session, you will not be able to register for courses.

## What are Admission Holds?

If you have been conditionally admitted to AUS, an Admission Hold might have been placed on your record. For your admission to be considered final, you must submit any missing critical document. To view the full list of holds, please go to [banner.aus.edu](https://banner.aus.edu) and log in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Current Applicants/View Holds.

Students with active holds are required to complete their files before the registration period to be able to register for courses.

To clear holds, students are required to proceed to the concerned department(s) to deliver the requirement(s) so that the hold(s) can be resolved.

If you are a transfer student and were requested to submit your university transcript or certificate of good standing, please make sure that you submit your official university transcript showing the final CGPA.

Submitting missing document(s) can be done in one of the following ways:

- If you were requested to submit forms or copies of documents, scan the forms or documents and log in to **apply.aus.edu** and go to View next to your application. Then, using the Supplemental Items & Documents tab, you can attach clear, colored scans to the applicable items by pressing Choose File. Only proper scans will be accepted. Snapshots by devices are not accepted.
- If you were requested to submit original attested documents or transcripts, submit the documents by hand. Proceed to Undergraduate Admissions located in the Main Building-First Floor Office M 108. Prior to visiting the admissions office at AUS, please book a meeting in advance at **<https://www.aus.edu/admissions/contact>**. Applicants living abroad may submit documents when they visit AUS one week prior to joining the university.

For enquiries, please log in to [infodesk.aus.edu](https://infodesk.aus.edu) and post your query.



## What if I have earned IB, AP, A-Level, French Baccalaureate or equivalent?

If you have achieved a minimum grade equivalent to B in IB Higher Level, GCE A-Level, the Lebanese Baccalaureate, the French Baccalaureate, the Spanish Baccalaureate, the German Abitur or the American Advanced Placement tests, you could be awarded course credits for first-year-level courses. If you have any have any questions about this, you can ask them during your File Completion session.

To seek a transfer of credits for these courses, you must submit a copy of your original secondary school certificate(s) attested by the UAE Ministry of Education or the appropriate authority, along with a copy of the AUS Admission Letter, to the Office of the Registrar, Room MG 15A. If you have earned a grade of B or higher in courses not included in the list available at [www.aus.edu/transfer-of-credits](http://www.aus.edu/transfer-of-credits), you can submit a course syllabus to the Office of the Registrar for consideration of transferability.

Admitted applicants who submit their documents before the end of their first semester of study will have their documents evaluated toward credit transfer. No transfer of credits will be awarded after the completion of the first semester of study at AUS. For more information, please email [registration@aus.edu](mailto:registration@aus.edu).

## How do I register for classes?

Registration for classes is possible only after completing all the required placement tests and completing your file. Advisors are available to register students and guide them. The complete process will be explained during the academic orientation session, which will be held during the orientation week. Be sure to attend this very important session (check the schedule that will be sent to you by email) and follow the instructions provided to avoid confusion and frustration.

## When and where do I pay my tuition fees?

Once you register for your classes, you can view a summary of your tuition fees by logging in to [banner.aus.edu](http://banner.aus.edu) and logging in to Web Enabled Interface for Students using your AUS email username and password. Once logged in, go to Student Services, click on Student Records and view the statement of fees. For more information on payment methods and important deadlines, please visit [www.aus.edu/payment-guide](http://www.aus.edu/payment-guide). The deadline for completing your full tuition fees payment is the Thursday ending your first week of classes.

## What are the IT channels and services?

ICT & Information Security Services Education Technology and Support provides innovative and collaborative services to support the university's learning, teaching, research and administrative functions. We have a dedicated IT team at the IT Campus Support Center (located in the Student Center) that provides in-person student support Monday–Thursday from 8:00 a.m. to 9:00 p.m. We also provide the first-line IT support to students through the following support channels:

Self-Service: <https://servicenow.aus.edu>

Chat: Dedicated WhatsApp Support: <https://wa.me/97165154900> or 97165154900

Call: Dedicated Support Hotline: +971 6515 4900 or +971 6515 2121

Email IT ServiceDesk: [itservicedesk@aus.edu](mailto:itservicedesk@aus.edu)

FAQ: <https://itfaq.aus.edu>

## What are the laptop requirements?

To access the software and electronic resources needed to study at AUS, first-year undergraduate students must own an internet-capable laptop or similar device capable of running Microsoft Windows or macOS applications. Students may opt to use an existing laptop or device. When purchasing a new one, students should select a laptop with the recommended specifications according to their college/major here (<https://itfaq.aus.edu/faq/584>).

Please note that computers in specialized and technical labs will be available for students enrolled in specific courses that use those labs. Please also note that for specific majors, the College of Architecture, Art, and Design has specific laptop requirements in the later years, which may require purchasing a new device at that stage.

AUS provides access to Microsoft Office 365 for all registered students. Students can also utilize college/major-specific software through the university's apps store (<https://apps.aus.edu>).

If you have any questions and would like to discuss your laptop or software requirements, please contact the IT ServiceDesk at: Tel +971 6 515 2121| [itservicedesk@aus.edu](mailto:itservicedesk@aus.edu) | <https://itfaq.aus.edu>.

## How do I get my AUS ID card and car sticker?

All new students will be issued an AUS Identification Card (ID) shortly after the beginning of their first semester at the university. This is usually done when students register for classes and complete all payments. The ID card is essential for university gate access, checking out books and materials from the library, and using lab facilities. The card also entitles students to discounts at participating shops, restaurants and other outlets in Sharjah and Dubai. AUS students are expected

to keep their ID cards with them at all times. AUS ID cards are valid for one semester, so you will be required renew your card at the beginning of each semester.

If you wish to drive/park your car on campus, you will also need to get an AUS car sticker. Both the ID card and the car sticker are issued by AUS Security. To get your card ID and car sticker, visit the Security office, located on the Mezzanine Floor of the Main Building. Please make sure you have done the following before you go:

### AUS ID Card

- Please ensure your status is “active” in the system.
- Email your latest picture with a white background in JPEG format and your name in Arabic to [idcards@aus.edu](mailto:idcards@aus.edu) after naming it as @000xxxxx. Enter your ID number in the email subject line.
- Complete the survey form emailed to all new students after registration.

### Car Sticker

- Apply to receive your car sticker at <http://banner.aus.edu>. After logging in, click the car sticker request to complete the designated form.
- Email your valid AUS ID, valid UAE driving license and your car registration(s) within three days to [carstickers@aus.edu](mailto:carstickers@aus.edu) otherwise your online application request will be cancelled.

Pre-paid parking is limited and will be issued on a first-come first-served basis. For more information, visit [www.aus.edu/id-cards-and-car-stickers](http://www.aus.edu/id-cards-and-car-stickers) or call 06 515 2074 or 2075.

## How do I open a bank account?

A branch of the Sharjah Islamic Bank is conveniently located on campus. The bank requires the following to open an account:

- your valid original passport
- your UAE national ID
- a letter certifying your enrollment

Twenty-four-hour automatic teller machines (ATMs) are available on campus.

For more information, contact Sharjah Islamic Bank at 06 599 9999.

## How do I get a UAE driving license?

First, you must be at least 18 years old to obtain a license. Second, you need to do the following:

- Complete the required eye test at one of the registered eye test centers. The nearest one is Grand Optics in Matajer Mall.
- Gather the required documents:
  1. a photocopy of your UAE National ID
  2. a letter of enrollment—obtainable from the Office of the Registrar, in Arabic, or a copy of your AUS ID card
  3. your current driver's license (if applicable)
- Take the required documents to the Sharjah University City Police Office, which is located in University City (opposite Al Qasimia University), or to the Sharjah Driving Institute (SDI) located on the Mezzanine floor, Main Building Room MM-29. If needed, you can choose to get your driving training on the AUS campus from SDI.

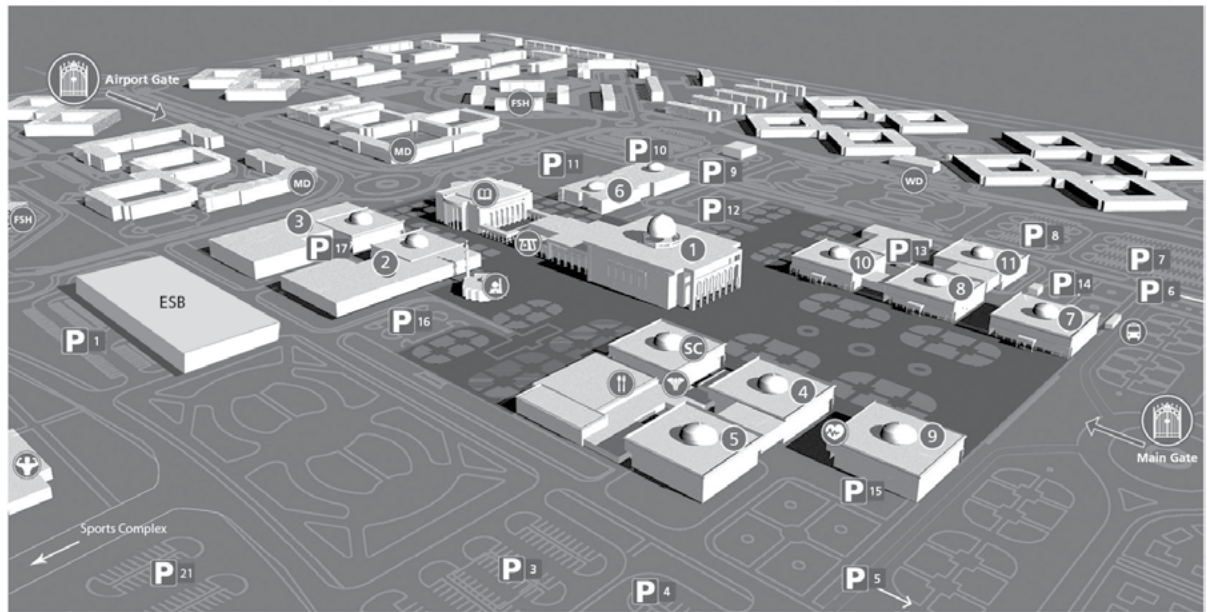
Regulations for obtaining a driving license vary by nationality. The Sharjah University City Police Office will inform you of the latest regulations and guide you through the process required for obtaining your driving license.







Take a 360 tour of AUS. Simply download the Google Earth App, scan the QR code and step into our campus.



1	Main Building Auditorium	11	New Academic Building		Pharmacy
2	College of Engineering 1	SC	Student Center		Health Center
3	College of Engineering 2	P16	Visitor Parking		Bank
4	Architecture, Art and Design 1	P5 - P6	Free Parking		FSH Faculty/Staff Housing
5	Architecture, Art and Design 2	P1 to P4	Reserved Parking		WD Women's Dorm
6	Business and Management	P7 to P15			MD Men's Dorm
7	Arts and Sciences: Physics	P17			ESB Engineering Sciences Building
8	Arts and Sciences: Chemistry		Library		Bus Stop
9	Language Building		Food Court		
10	Arts Building		Mosque		
			Sport Complex		

# FACTS ABOUT AUS

Our curriculum is modeled on the American-style liberal arts tradition, which means that you can take a wide variety of courses beyond those just offered in your major.

New first-time students at AUS may qualify for a financial grant, a merit-based scholarship and a Family Tuition Grant to cover up to a total of 55 percent of tuition and fees.

We have 28 sports teams, with 12 teams for women. Known as the Leopards, our athletes compete in regional and international tournaments.

AUS has been ranked among the top ten Arab universities by QS World University Rankings every year for the past seven consecutive years.

There are 300 active student volunteers in our community service program, which connects students with a number of social service and charitable organizations.

Our campus life is vibrant, with more than 200 student-organized events on campus each semester, and 80+ active student clubs.

Through workshops and peer advising, our Academic Support Center can help students make a strong start to their academic career at AUS.

The Writing Center on campus provides free help for students who want to improve their writing.

AUS is among the top three universities with the highest percentage of international students according to the Times Higher Education World University Rankings (2021).

The College of Engineering has close to 60 labs, offering students opportunities for research, innovation and hands-on learning.

At the School of Business Administration, students get real-time access to global financial information through the Interactive Trading Floor, the largest of its kind in the MENA region.

Students from any major can take part in theatrical productions of the Performing Arts Program, the only one of its kind in the UAE.

Mass communications students get the chance to build real-world skills through hands-on projects in our \$1 million digital studio.

The University Health Services clinic is located in the heart of the campus. Its full-time team of three medical doctors and six nurses are on call 24 hours a day.

AUS hosts career forums and fairs that link students to over 64 multinational firms and potential employers.

Approximately 92 percent of our faculty hold the highest degrees in their field, with a full 82 percent of faculty holding a PhD degree.

AUS is the GCC's second highest performing university in the Association for the Advancement of Sustainability in Higher Education's Sustainability Tracking, Assessment and Rating System.

Our sports facilities cater to a wide range of athletic pursuits, including tennis, swimming, basketball, badminton, volleyball, fitness, cricket, baseball, squash and running.

Our highly qualified faculty represent 46 nationalities, combining a global perspective with a regional understanding.

AUS regularly hosts renowned speakers on campus, ranging from Nobel Laureates and noted scientists to best-selling authors and industry experts.

Need more facts about AUS? Visit [www.aus.edu/about/aus-at-a-glance](http://www.aus.edu/about/aus-at-a-glance).



## Contact Directory

Add 9716 before the number if calling from outside the UAE.

Admissions/Enrollment Management	
Tel 515 1000	infodesk.aus.edu
Architecture, Art and Design	
Tel 515 2825	deancaad@aus.edu
Arts and Sciences	
Tel 515 2412	deancas@aus.edu
Business Administration	
Tel 515 2310	deanofsba@aus.edu
Engineering	
Tel 515 2948	deancen@aus.edu
General Information	
Tel 558 5555	info@aus.edu
Health Services	
Tel 515 2760	healthservices@aus.edu
IT	
Tel 515 4900/2121	ITServicedesk@aus.edu
Library	
Tel 515 2252	auslibrary@aus.edu
Registrar	
Tel 515 2031	registration@aus.edu
Residential Halls	
Tel 515 2244/2434	res-halls@aus.edu
Sponsorship Liaison	
Tel 515 1111	sponsors@aus.edu
Student Accounts	
Tel 515 2039/2233	studentaccounts@aus.edu
Student Affairs	
Tel 515 2166	studentaffairs@aus.edu
Testing Center	
Tel 515 1111	testingcenter@aus.edu
Undergraduate Affairs and Instruction	
Tel 515 2281	vpua@aus.edu
Visa and Equalization Services	
Tel 515 2117/2240	VES@aus.edu

## Academic Calendar

Dates are subject to change. See [www.aus.edu/calendar](http://www.aus.edu/calendar) to confirm.

Fall Semester 2022
June 19, Sunday   Early File Completion starts
August 19, Friday   Residential halls open
August 20, Saturday   Welcome session for new students and parents
August 21, Sunday   New student orientation begins
August 23–25, Tuesday–Thursday   Placement tests for new students
August 23–25, Tuesday–Thursday   Registration for new students
August 29, Monday   First day of classes
Spring Semester 2023
January 13, Friday   Residential halls open
January 14, Saturday   Welcome session for new students and parents
January 15, Sunday   New student orientation begins
January 16–17, Monday–Tuesday   Placement tests for new students
January 17–19, Tuesday–Thursday   Registration for new students
January 23, Monday   First day of classes
Summer Term 2023
June 5, Monday   First day of classes

## Accreditation and Licensing

AUS is licensed and its programs are accredited by the Commission for Academic Accreditation of the Ministry of Education's Higher Education Affairs Division in the United Arab Emirates.

AUS has been accredited in the United States of America by the Middle States Commission on Higher Education (1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801 USA) since June 2004. The MSCHE is an institutional accrediting agency recognized by the US Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The bachelor of science degree programs in chemical engineering, civil engineering, computer engineering, electrical engineering, industrial engineering and mechanical engineering offered by the College of Engineering are accredited by the Engineering Accreditation Commission of ABET, <http://www.abet.org/>. The bachelor of science degree program in computer science offered by the College of Engineering is accredited by the Computing Accreditation Commission of ABET, <http://www.abet.org/>. ABET is the global accreditor of college and university programs in applied and natural science, computing, engineering and engineering technology. AUS was the first university in the Gulf region and the second outside the United States to receive this accreditation.

The Bachelor of Architecture program of the College of Architecture, Art and Design is accredited by the National Architectural Accrediting Board (NAAB) of the United States. This is the first program outside of North America to receive this prestigious accreditation. NAAB is the only organization authorized to accredit professional degree programs in architecture in the United States.

The School of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB).



### Get Ready for AUS!

From clubs and sports, to plays and community service, life at AUS is vibrant! Find out more by visiting [www.aus.edu/student-life](http://www.aus.edu/student-life).

### Make Your First Year Great!

The First Year Experience (FYE) program helps first-year students like you discover your potential so that you get the most out of your university experience. We do this by supporting you from the moment you begin your journey as a #Proud\_AUSeer.

Visit [www.aus.edu/fye](http://www.aus.edu/fye) to find out more!

You can also download our free guide on **How to Survive Your First Year at University: A Practical Guide for New Students**.

# Out and about

## Transportation

We offer several on- and off-campus shuttle services for the convenience of the campus community. There is also a taxi stand located in front of the Main Plaza. For more information, visit [www.aus.edu/parking-and-transportation](http://www.aus.edu/parking-and-transportation).

## Sharjah: A great place to study

There are many reasons why Sharjah has become a leading destination for university study, at both an undergraduate and graduate level. The third largest city in the United Arab Emirates (UAE), and part of the Dubai-Sharjah-Ajman metropolitan area, Sharjah is a dynamic, international and exciting place for students of all ages and backgrounds.

Sharjah is widely regarded as the cultural capital of the UAE, hosting a number of world-class museums and exhibitions. It is also known for its natural beauty, located on the sparkling Arabian Gulf and the Gulf of Oman and in easy driving distance to the sand dunes of the Arabian desert.

AUS is located just minutes from the heart of Dubai and the Dubai International Airport, providing students with easy access to the world-famous attractions of the neighboring emirate.

Sharjah has an active student community, providing a culturally diverse environment from students from all around the globe to meet, explore, develop and innovate. With a mix of languages, cuisines and cultural pursuits, Sharjah is rapidly establishing itself as a world-class student city.

**World Book Capital** (2019)

**Ranked in the Top 60 Best Student Cities** (QS, 2019)

**Located in the World’s Second Safest Country to Visit** (*Global Finance*, 2021)





## Student Visa Request

Please fill out this form (All fields are mandatory):

AUS ID:	Date:
Full Name:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Visa Request Type: <input type="checkbox"/> New Visa <input type="checkbox"/> Transfer Visa	Semester of Interest: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Personal Profile			
Nationality		Previous Nationality	
Place of Birth		Date of Birth	
Religion		Religion's Sect	
Father's Name		Father's Nationality	
Mother's Name		Mother's Nationality	

Passport Details			
Passport No.		Date of Issue	
Place of Issue		Date of Expiry	

Current Address (UAE if Applicable)			
Home Country Address		UAE Address	
International Mobile No.		UAE Mobile No.	
Email Address		UAE Land No.	

<b>Required Documents:</b> <ol style="list-style-type: none"> <li>Colored copy of your passport copy, valid for at least six months.</li> <li>Recent passport-size photo with white background, without sunglasses.</li> <li>For Current Students: Arabic Enrollment Letter from the Office of Registrar that confirms <b>expected date of graduation</b>.</li> <li>Copy of the current UAE Visa, UAE ID and home country ID (if applicable).</li> </ol>
<b>Important Notes:</b> <ul style="list-style-type: none"> <li>Students should not apply for other visas for the UAE while AUS is processing their Entry Permit.</li> <li>VES will update you regarding the status of the entry permit via email.</li> <li>Do not book your flight to the UAE until you receive your Entry Permit.</li> </ul>
<b>Student Signature:</b>

Please contact [VES@aus.edu](mailto:VES@aus.edu) if you have any questions.

# Medical Record

School or Department: \_\_\_\_\_

Student ID# \_\_\_\_\_ Employee ID# \_\_\_\_\_

Name \_\_\_\_\_  
(First) (Middle) (Family)

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_ Sex ☐ Male ☐ Female  
(month/day/year)

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Address \_\_\_\_\_

Tel: \_\_\_\_\_

Recent  
Photo  
(within 6 months)

**To the examining physician:** Your cooperation in completing this health form will enable the University Health Center to offer the patient better medical care during their time at AUS, and will only be used for that purpose. If you need more space to include special instructions and recommendations, please attach a separate paper. Thank you.

1. Have you ever had any MAJOR medical problems including surgeries?

No ☐ Yes ☐ Explain \_\_\_\_\_

Note: If you have a need for mental health services, please send a confidential email to [ucs@aus.edu](mailto:ucs@aus.edu)

2. Please mention any allergies to medications or food \_\_\_\_\_  
3. Do any members of your immediate family (parents, siblings) have or have had any of the following:

Diabetes	Cancer
Hypertension	Allergies
Heart problems	Parents death prior to age 55
Psychiatric problems	Others

4. Are you currently using any medications? \_\_\_\_\_

5. Date of Last Immunizations

DPT

Chicken Pox

MMR

Hepatitis B

Tetanus

BCG

Others \_\_\_\_\_

Signature \_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

The above information is verified

Signature \_\_\_\_\_ MD

\_\_\_\_\_  
Date

This form must be completed by all **undergraduate** students.

**Only graduate** students who are sponsored by AUS or who wish to be on the AUS medical insurance plan are required to complete this form.



## Physical Examination

(To be completed by the Physician)

Height \_\_\_\_\_ cm      Weight \_\_\_\_\_ kg      BP \_\_\_\_\_      PR \_\_\_\_\_  
Vision: Rt. \_\_\_\_\_ Corr. \_\_\_\_\_      Hearing: Rt. \_\_\_\_\_  
Lt. \_\_\_\_\_ Corr. \_\_\_\_\_      Lt. \_\_\_\_\_

Physical Examination	Normal	Abnormal	Remarks
General appearance			
HEENT			
Respiratory			
Cardiovascular			
Abdomen			
Genitourinary			
Skeletal			
Allergies			
Others			

### Laboratory Results

Blood Group \_\_\_\_\_      Hgb \_\_\_\_\_      WBC \_\_\_\_\_  
Urinalysis: Protein \_\_\_\_\_      Sugar \_\_\_\_\_      Albumin \_\_\_\_\_

### FOR FIRST TIME ENTRY TO UAE

HIV \_\_\_\_\_      Tuberculin test: Reactive ☐ Non-Reactive ☐

Chest X-ray \_\_\_\_\_

Signature/ Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## Airport to Campus Transportation Form

The university is pleased to provide, for new first-time students, transportation from either the Sharjah International Airport or the Dubai International Airport.

If you require pick you up from the airport, please complete this form and email it to AUS Public Relations at [ois@aus.edu](mailto:ois@aus.edu) at least three days in advance of your expected arrival.

Sharjah International Airport is only a 10-minute drive from campus. A taxi to AUS will cost approximately 40 Dirhams. Dubai International Airport is about a 30-minute drive from campus, and a taxi to the campus will cost approximately 80 Dirhams, depending on arrival time. If you arrive late at night, you will have to call the residential hall supervisor to grant you access. The late-night telephone numbers for the night supervisors are as follows:

### Women's Residential Halls

A & B	+971 6 515 7997
C & D	+971 6 515 7999
E & F	+971 6 515 7777
G & H	+971 6 515 7111
I	+971 6 515 7555

### Men's Residential Halls

A & B	+971 6 515 5533
C & D	+971 6 515 5700
E & F	+971 6 515 5800
G & H	+971 6 515 5860
I & J	+971 6 515 5302
K & L	+971 6 515 6081
M & N	+971 6 515 6666
P & Q	+971 6 515 6555

<b>Name</b> (as per your passport)		<b>AUS ID#</b>	
<b>Flight Details</b>			
<b>Flight Number</b>	<b>Airport</b> <input type="checkbox"/> Sharjah <input type="checkbox"/> Dubai: Terminal <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<b>Date of Arrival</b>	<b>Time of Arrival</b> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<b>Your Contact Information</b>			
<b>Telephone Number(s)</b>		<b>Email</b>	



Complete your admission and

# START YOUR JOURNEY NOW!

**American University of Sharjah**

Office of Enrollment Management - Undergraduate Admissions

**800 ASK AUS (+971 800 275 287)**

**WhatsApp 050 5 ASK AUS (+971 50 527 5287)**

**[infodesk.aus.edu](mailto:infodesk.aus.edu)**

**[www.aus.edu](http://www.aus.edu)**

